

## **Instructions for Completing the LSBN Packet (Fingerprints and Online App.)**

1. Complete the Criminal Background Check Packet located on the Delgado / Charity homepage under Louisiana State Board of Nursing. You can also access this information on the LSBN website ([www.lsbn.state.la.us](http://www.lsbn.state.la.us))
2. Complete 2 fingerprint cards (digital prints only).
3. Submit the cards and packet to Paula Miller (607) or Stacey Thompson (611) by the due date.
4. Await an email from Ms. Paula Miller at [csnlsbn@dcc.edu](mailto:csnlsbn@dcc.edu). Once you receive the email you will be able to create an account and do the application. DO NOT DO ANYTHING UNTIL YOU RECEIVE THE EMAIL. If you do something early, it will be voided by the LSBN and your application will be delayed.
5. Students can create an account by either going to the Charity Homepage and clicking on Louisiana State Board of Nursing” and then “Application Link” or they can go to the LSBN website and select “Access the Nurse Portal” on their home page.
6. Once applicant initiates the account, they will receive a verification code via email to complete the process. This email is sent immediately to the student. Students have 24 hours to use their verification code to access their account or they will need to start over. The email will have a link to set up the account.
7. Once in the system, students will select “Clinical Application” located under “Other Applications”.
8. Student will complete online application and submit all supporting documents and payments through the portal.
9. Students are required to email a copy of their successful submission of application as well as a PDF copy of the application by the due date to [csnlsbn@dcc.edu](mailto:csnlsbn@dcc.edu).